

# CONFIDENTIAL RECORDS CHECKLIST

If any of this information is included in a records series you are inventorying, then check all applicable boxes.

Records Officer Name:	
Records Series Title:	
	1. Medical records of patients in state, county and municipal hospitals and medical facilities, and the medical records of persons receiving medical treatment
	2. Records, documents and papers in the possession of the military department which involve the security of the United States and/or the state of Tennessee
	3. Records of students in public educational institutions
	4. Official health certificates, collected and maintained by the state veterinarian pursuant to rule chapter 0080-2-1 of the department of agriculture
	5. Personal information contained in motor vehicle records
	6. All memoranda, work notes or products, case files and communications related to mental health intervention techniques conducted by mental health professionals in a group setting to provide job-related critical incident counseling and therapy to law enforcement officers, emergency medical technicians, emergency medical technician-paramedics, and firefighters, both volunteer and professional, are confidential and privileged and are not subject to disclosure in any judicial or administrative proceeding unless all parties waive such privilege. In order for such privilege to apply, the incident counseling and/or therapy shall be conducted by a qualified mental health professional as defined in § 33-10-101(18)
	7. All riot, escape and emergency transport plans which are incorporated in a policy and procedures manual of county jails and workhouses or prisons operated by the department of correction or under private contract
	8. The telephone number, address and any other information which could be used to locate the whereabouts of a domestic violence shelter or rape crisis center
	9. The credit card numbers of persons doing business with the state or political subdivision thereof and any related Personal Identification Numbers (PIN) or authorization codes

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	10. Records that would allow a person to identify areas of structural or operational vulnerability of a utility service provider or that would permit unlawful disruption to, or interference with, the services provided by a utility service provider
	11. Contingency plans of a governmental entity prepared to respond to or prevent any violent incident, bomb threat, ongoing act of violence at a school or business, ongoing act of violence at a place of public gathering, threat involving a weapon of mass destruction, or terrorist incident
	12. The private records of any utility shall be treated as confidential and shall not be open for inspection by members of the public. "Private Records" means a credit card number, social security number, tax identification number, financial institution account number, burglar alarm codes, security codes, and access codes
	13. Records of any employee's identity, diagnosis, treatment, or referral for treatment that are maintained by any state or local government employee assistance program
	14. Unpublished telephone numbers in the possession of emergency communications districts
	15. Records or information of any state, county, municipal or other public employee in the possession of a governmental entity in its capacity as an employer: unpublished telephone numbers; bank account information; social security number; driver license information except where driving or operating a vehicle is part of the employee's job description or job duties or incidental to the performance of the employee's job; and the same information of immediate family members or household members
	16. Personnel information of any police officer designated as working undercover may be segregated and maintained in the office of the chief law enforcement officer
	17. Information that would allow a person to obtain unauthorized access to confidential information or to government property
	a. Plans, security codes, passwords, combinations, or computer programs used to protect electronic information and government property
	b. Information that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity
	c. Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property